

# Connecticut State Department of Education

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## MEMORANDUM

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TO: Adult Education Directors  
Federal Funded Grantees  
Cooperating Eligible Entities

FROM: Maureen Staggenborg, Acting Chief  
Bureau of Early Childhood, Career and Adult Education

DATE: March 16, 2004

SUBJECT: Adult Education Operational Memorandum # 09-04

- CT Professional Educator Certificates
- FY05 Professional Development Model
- Important Dates

Thank you all for attending the Bidders Conference and the Mid-Year Directors Forum on March 5<sup>th</sup>. We appreciate your participation in what was a long but productive day. Important information regarding teacher certification, professional development and due dates is included in this operational memorandum.

### **CT Professional Educator Certificates**

Sent on behalf of: Nancy Pugliese, Acting Bureau Chief, Bureau of Educator Preparation, Certification, Support and Assessment

As of June 30, 2004, approximately 22,000 Connecticut professional educator certificates will expire. If you hold a professional educator's certificate that will expire on or before that date, please be sure to complete and file a renewal application prior to the expiration date on your certificate. Renewal applications can be accessed by:

- ☐ Visiting the Bureau of Educator Preparation, Certification, Support and Assessment (Room 243 in the State Office Building) to pick-up a renewal application;
- ☐ Downloading the application from our website at:
  - o <http://www.state.ct.us/sde/dtl/cert/toccert.htm> ; or
- ☐ Emailing a request that an ED 179 application be mailed to you at the following email address: [teacher.cert@po.state.ct.us](mailto:teacher.cert@po.state.ct.us)

Please return the completed application to our office prior to the expiration date of your certificate. We strongly encourage renewal candidates to expedite the application process as soon as possible. Once June begins, the processing time for applications increases, due to the volume of applications received in the Certification office.

When you go to: <http://www.state.ct.us/sde/dtl/cert/toccert.htm> to download the application from the Teachers' Certification website, be sure to scroll down until you find "ED 179 Application for Continuation of Professional Educator Certificate" under **FORMS**.

#### **FY 05 Professional Development Model**

As outlined on Friday, March 5<sup>th</sup> at the Directors Forum, we are planning to pilot a new model for delivering professional development for FY05. The purpose of this model is to provide a structure for quality professional development for adult education programs that is both efficient and effective. Based on discussions with you, Bureau staff and ATDN, our goal was to design a model that would meet the particular needs of diverse adult education programs.

Factors considered when making this decision were:

- New demands from the USDOE requiring that the Bureau make funding decisions based upon program performance. The need for the Bureau to help position adult education programs for the new world order under WIA reauthorization;
- Current research that supports models of site-based intervention as a way to construct solid and permanent change at the program level;
- Input from technical assistance meetings, where directors expressed a desire to be more involved in the professional development activities for their program;
- The desire to provide program staff with new opportunities and strategies for integrating fresh ideas and content into curriculum and instruction; and
- A means by which programs can address problems or unique needs.

The design includes varied levels of intensity to meet the diverse needs of programs with the ultimate goal of improving student retention, impacting student progress, and strengthening program quality.

The model consists of 4 distinct components:

- **Required Trainings** (e.g. CCS, Writing, EDP, etc.) - Targets all programs and will be offered at least twice yearly. Schedule to be published in June;
- **Site-Based Professional Development** – Targets fourteen (14) districts and offers the opportunity to develop a high quality site-based professional development plan that focuses on program need. The criteria used to select the 14 Districts chosen for the site-based component included:
  - A town or region having served more than 2% of all students served statewide in FY03 based on the federal criteria, of 12 hours or more by applicant, and
  - A town or region containing at least 2% of all adults statewide who are 18 years of age and older without a high school diploma as determined by the 2000 Census.

The professional development plan will be district-driven with an ATDN trainer and Bureau Consultant providing support. Participation is voluntary and districts will be invited to a meeting to discuss additional plans and procedures. The 14 districts include Bridgeport, Danbury, EASTCONN, Hartford, Meriden, Middletown, New Britain, New Haven, New London, Norwalk, Norwich, Stamford, Vernon and Waterbury;

- **Regional Professional Development** – Provides five (5) regional professional development events that will be driven by the decision of the other adult education programs in the region that are not part of the Site-Based Professional Development component. An ATDN trainer and Bureau Consultant will provide support; and
- **Stipends** – Offers programs and/or individuals (other than site-based programs) who have an interest in a research project, a desire to attend a relevant conference, or develop curriculum etc. A simple application will be used to disseminate the funds set aside for this component.

We are excited about our new model and hope you will join with us in making the year ahead a success for high quality professional development. Feel free to contact [gail.brooks-lemkin@po.state.ct.us](mailto:gail.brooks-lemkin@po.state.ct.us) with questions.

#### **Important Dates**

- **April 15, 2004 ED 244 and ED 244A Due to the Bureau**
- **April 15, 2004 Pre-Post Matched Pairs for Writing (if not scoring locally) due to ATDN**
- **May 3, 2004 PIP Proposals Due to the Bureau**